



HRSC-SW BULLETIN

SUBJECT: HOW TO UPDATE YOUR MAILING ADDRESS

Bulletin # 17

Date Issued: 13 March 2002

INTENDED AUDIENCE:

HRSC SERVICED EMPLOYEES

One of the questions that the Human Resources Service Center Southwest (HRSC, SW) frequently receives is "How do I update my mailing address in my records?" The HRSC, SW does not process address changes. Here are the steps you need to take to get this task accomplished:

Notify Your Servicing Defense Finance and Accounting Service (DFAS) or your Local Payroll Customer Service Representative (CSR).

You can update your mailing address with DFAS electronically through the Department of Defense Employee/Member Self Service (E/MSS) web site at <https://emss.dfas.mil/emss.htm> or by contacting your local activity Customer Service Representative (CSR). Your activity CSR is generally your activity timekeeper. This ensures that your Leave and Earning Statement (LES), Form W-2, Federal Tax and Wage Statement and other pay related items are sent to the correct address. If you are purchasing savings bonds through payroll allotment you should verify with your CSR that the mailing address for your bonds has also been updated.

Once your home address has been updated by DFAS, the HRSC Southwest personnel database will receive the new address through an electronic interface. **You do not need to submit any information directly to HRSC Southwest.**

DFAS will electronically send your new address to the Thrift Investment Board to update your Thrift Savings Plan (TSP) account address. This ensures that your TSP Participant's Statement and any other notices from the Thrift Board are sent to you at the correct address. **You do not need to send any information directly to the Thrift Investment Board.**

Notify Your Federal Employee Health Benefits (FEHB) Carrier

To ensure that you receive FEHB plan information it is important that your FEHB carrier have your current mailing address on file. Some FEHB carriers have a web site that allows you to update your mailing address electronically. You should check the web site of your specific FEHB carrier to see if that capability exists. You can access FEHB carrier web sites from the Office of Personnel Management web site at www.opm.gov/insure.

You can also notify the FEHB carrier in writing of your change of address. Attached is a form that you can use for this purpose. **You should mail the form directly to your FEHB carrier, not to the HRSC Southwest.**

HRSC-SOUTHWEST, 525 B Street, Suite 600, San Diego CA 92101 619-615-5518 DSN 245-5518

Inquiries:

If you have any questions about accomplishing an address change, such as the identity of your CSR or if there are other requirements at your local activity concerning address changes, you should contact your supervisor or your local Human Resources Office (HRO).

If you have any questions about health benefits, life insurance, Thrift Savings Plan or retirement, you may call the HRSC Southwest Benefits Line at (619) 615-5554 or DSN 245-5554 or 1-800-831-0622 extension 5554. Counselors are available to assist you with benefits questions during our normal working hours. Or, you may e-mail the Benefits and Retirement Division anytime at benefits@sw.hroc.navy.mil.

NOTIFICATION OF CHANGE OF ADDRESS

To: Health Insurance Carrier

Please change my mailing address as indicated below.

Name:	SSN:
Date of Birth:	Enrollment Code:
Health Insurance Identification Number:	
Home Telephone Number:	
Work Telephone Number:	
Effective Date of Address Change:	
OLD ADDRESS	
Street Address:	
City, State, Zip Code:	
NEW ADDRESS	
Street:	
City, State, Zip Code:	

Employee Signature

Date

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